

Interviewing Don'ts

Below are a few "don'ts" when interviewing job applicants as well as applicants for programs and services.

1. Don't ask any questions that are not related to the ability of the job applicant to perform job-related functions. All questions should be phrased to assure that they do not elicit information regarding a disability. However, you can ask questions about the applicant's general well being (e.g., "How are you doing today?"), and ask questions as to whether the applicant can perform the essential job functions.
2. Don't ask any questions about requiring an accommodation (job applicant/employees), or auxiliary aids or services (customers) because of a disability.
3. Don't be overly solicitous, condescending, or patronizing when interviewing an applicant with a disability.
4. Don't make any assumptions about an individual's ability to perform the essential functions of a job based on your knowledge or ideas about a disabling condition.
5. Don't make any assumptions about individual's ability to perform a job based on your experience with, or knowledge of, other people with identical impairments.
6. Don't make assumptions about an individual's social adaptability in the job or program situation.
7. Don't refer to reasonable accommodations as "special" (special accommodations needs). Accommodations are "rights."